

Requests for employment information for current and former employees

Henderson State University does not disclose employment history information about current or former employee without his or her signing a Consent to Disclose Employment History. This policy applies to requests for employment-related information about student workers (including, but not limited to, work study workers and graduate assistants) who were employed by the university.

This policy was instituted to comply with Arkansas Code Annotated § 11-3-204, which provides employers with protection from legal liability when they provide employment information only if the current or former employee has consented to the release of his or her information in writing. This is contrary to a commonly held belief that employers are allowed to disclose basic information such as dates of employment, job title and whether the individual is eligible for re-hire. Employees and former employees requesting release of their information must consent by signing this form. Please note that listing HSU as an employer or listing an HSU employee as a reference on an employment application is not sufficient to comply with the law.

All employees of HSU are instructed to direct any requests for employment information about a current or former employee to Human Resources. Human Resources has a "Consent to Disclose Employment History" form that can be given to current and former employees. The form is also provided below.

PLEASE RETURN COMPLETED FORMS TO HUMAN RESOURCES.

Once a release form has been signed, HSU may only disclose the following information about a current or former employee's employment history to a prospective employer:

- (A) Date and duration of employment;
- (B) Current/last pay rate and wage history;
- (C) Job description and duties;
- (D) The last written performance evaluation prepared prior to the date of the request;
- (E) Attendance information;
- (F) Results of drug or alcohol tests administered within one (1) year prior to the request;
- (G) Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;
- (H) Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation; and
- (I) Whether the employee is eligible for rehire.

If you have any questions about this policy or the Consent to Disclose Employment Information form, please contact Elaine Kneebone, General Counsel.

CONSENT TO DISCLOSE EMPLOYMENT HISTORY

"I, _____,
Printed name

hereby give my consent to Henderson State University and its employees to provide information with regard to my employment at Henderson State University to the following prospective employers:

I understand that I am agreeing that Henderson State University may disclose the following information about my employment history to the above-listed prospective employer:

- (A) Date and duration of employment;
- (B) Current/last pay rate and wage history;
- (C) Job description and duties;
- (D) The last written performance evaluation prepared prior to the date of the request;
- (E) Attendance information;
- (F) Results of drug or alcohol tests administered within one (1) year prior to the request;
- (G) Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;
- (H) Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation; and
- (I) Whether the employee is eligible for rehire.

I understand that this consent will be valid for the length of time that my application with the above listed prospective employer is considered active but in no event longer than six (6) months from the date listed on this form.

Signature

Date